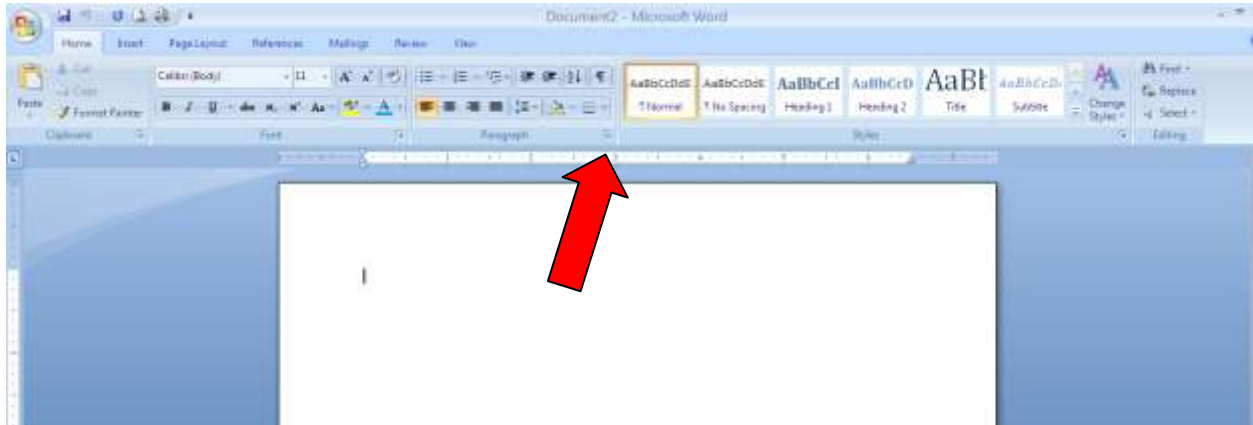
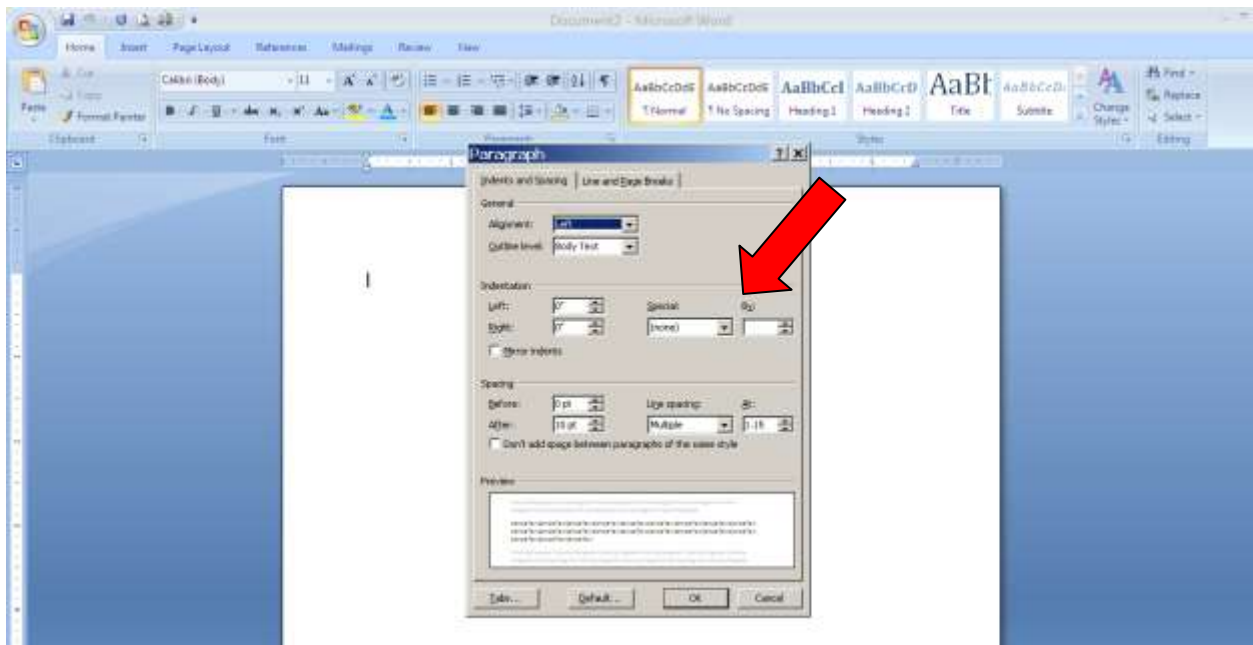


## How do I make a hanging indent for my bibliography?

On the **HOME** tab, toward the middle is a group of symbols for **PARAGRAPH**. Click on the little box in the lower right side



This box pops up



Under **INDENTATION**, use the drop arrow for Special, and change it to **HANGING**. It will default to 0.5 inches, which is correct. If you've already typed your citations, you can highlight them and follow these steps and it will convert to the correct form.